



Account Specialist I

Details

Job ID : 5

Title : Account Specialist I

Job Code : 508

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR PROCESSING PAYMENTS FOR ALL GOODS AND SERVICES PURCHASED BY THE COURT OF JUSTICE.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- ROUTING INVOICES FOR PAYMENT AUTHORIZATION
- AUDITING TRAVEL VOUCHERS AND INVOICES FOR ACCURACY AND COMPLIANCE
- ENSURING CORRECT CODING INFORMATION
- MAINTAINING DATABASE INFORMATION AS REQUIRED
- MAINTAINING HARD COPY FILES OF ALL PAYMENT DOCUMENTS
- PROCESSING PAYMENTS IN THE EMARS APPLICATION
- OTHER DUTIES AS ASSIGNED



Account Specialist II

Details

Job ID : 255

Title : Account Specialist II

Job Code : 608

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR PROCESSING PAYMENTS FOR ALL GOODS AND SERVICES PURCHASED BY THE COURT OF JUSTICE.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS ACCOUNT SPECIALIST I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- ROUTING INVOICES FOR PAYMENT AUTHORIZATION
- AUDITING TRAVEL VOUCHERS AND INVOICES FOR ACCURACY AND COMPLIANCE
- ENSURING CORRECT CODING INFORMATION
- MAINTAINING DATABASE INFORMATION AS REQUIRED
- MAINTAINING HARD COPY FILES OF ALL PAYMENT DOCUMENTS
- PROCESSING PAYMENTS IN THE EMARS APPLICATION
- OTHER DUTIES AS ASSIGNED



Account Specialist III

Details

Job ID : 256

Title : Account Specialist III

Job Code : 708

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR PROCESSING PAYMENTS FOR ALL GOODS AND SERVICES PURCHASED BY THE COURT OF JUSTICE.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS ACCOUNT SPECIALIST II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- ROUTING INVOICES FOR PAYMENT AUTHORIZATION
- AUDITING TRAVEL VOUCHERS AND INVOICES FOR ACCURACY AND COMPLIANCE
- ENSURING CORRECT CODING INFORMATION
- PROCESSING PAYMENTS IN THE EMARS APPLICATION
- MAINTAINING DATABASE INFORMATION AS REQUIRED
- MAINTAINING HARD COPY FILES OF ALL PAYMENT DOCUMENTS
- OTHER DUTIES AS ASSIGNED



Administrative Services Specialist

Details

Job ID : 511

Title : Administrative Services Specialist

Job Code : 738

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR SUPERVISING JUDICIAL RECEPTIONISTS AND PROVIDING ADMINISTRATIVE ASSISTANCE TO THE GENERAL MANAGER OF ADMINISTRATIVE SERVICES

Required Qualifications

Education : 2 Year College Degree

Education Substitute : None

Experience : 3 Years of Work Experience

Job Required Knowledge

- 3 YEARS OF WORK EXPERIENCE INCLUDING SUPERVISION

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- ORGANIZATIONAL ABILITIES

Job Preferred Knowledge

- COURT SYSTEM, MULTI-LINE PHONE SYSTEM, EMARS

Job Duties

- DAY TO DAY SUPERVISION OF JUDICIAL RECEPTIONISTS
- MAINTENANCE OF MOA, MOU, PSC ELECTRONIC AND HARD COPY FILES
- COORDINATOR OF MOA AND PSC DOCUMENTS
- PROCESSING PROCARD PAYMENTS
- COORDINATE SPECIAL PROJECTS FOR ADMINISTRATIVE SERVICES
- OTHER DUTIES AS ASSIGNED



Administrative Support I

Details

Job ID : 467

Title : Administrative Support I

Job Code : 401

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



Administrative Support I

Job Duties

- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support II

Details

Job ID : 470

Title : Administrative Support II

Job Code : 501

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS



Administrative Support II

Job Duties

- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support III

Details

Job ID : 469

Title : Administrative Support III

Job Code : 601

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY



Administrative Support III

Job Duties

- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Chief Accounting Officer

Details

Job ID : 257

Title : Chief Accounting Officer

Job Code : 1213

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR COORDINATION OF ALL COURT OF JUSTICE EXPENDITURES AND REVENUES. SERVE AS AGENCY'S FISCAL OFFICE LIAISON WITH THE EXECUTIVE BRANCH.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 1 Year of Related Experience

Job Required Knowledge

- 1YEAR OF ACCOUNTING EXPERIENCE
- 4 YEAR COLLEGE DEGREE IN ACCOUNTING OR BUSINESS ADMINISTRATION

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- DATABASE MANAGEMENT

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE
- GENERAL GOVERNMENT ACCOUNTING PROCEDURES
- EMARS SOFTWARE EXPERIENCE

Job Duties

- DAY TO DAY SUPERVISION OF THE ACCOUNTING STAFF
- CREATE REPORTS FOR AOC MANAGEMENT
- RESPONSIBLE FOR IMPREST CASH ACCOUNT
- RESPONSIBLE FOR SUBMISSION OF ANNUAL AUDIT REPORT (CAFR)
- RESPONSIBLE FOR MAINTAINING EFFICIENT PAYMENT PROCEDURES
- OTHER DUTIES AS ASSIGNED



Chief Purchasing Officer

Details

Job ID : 259

Title : Chief Purchasing Officer

Job Code : 1214

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR PURCHASING ALL GOODS AND SERVICES FOR THE COURT OF JUSTICE.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Required Knowledge

- MICROSOFT ACCESS APPLICATION, MODEL PROCUREMENT CODE REQUIREMENTS
- 5 YEARS OF RELATED WORK EXPERIENCE MUST BE IN GOVERNMENT PURCHASING AND INCLUDE SUPERVISION

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- ORGANIZATIONAL ABILITY
- INTERNET PURCHASING

Job Preferred Knowledge

- COURT SYSTEM
- NATIONAL INSTITUTE OF GOVERNMENT PROCUREMENT (NIGP) CERTIFICATIONS OR TRAINING

Job Duties

- DAY TO DAY SUPERVISION OF THE AOC PURCHASING DEPARTMENT
- RESPONSIBLE FOR ISSUANCE OF ALL SOLICITATIONS FOR GOODS AND SERVICES
- RESPONSIBLE FOR MAINTENANCE OF REQUESTIT WEBSITE
- RESPONSIBLE FOR MAINTENANCE OF PURCHASE ORDER APPLICATION
- COORDINATE TRAINING FOR PURCHASING STAFF
- OTHER DUTIES AS ASSIGNED



Grant Fiscal Analyst

Details

Job ID : 258

Title : Grant Fiscal Analyst

Job Code : 902

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE TRACKING EXPENDITURES AND REVENUES RELATED TO FEDERAL, STATE AND PRIVATE GRANTS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- TRACKING EXPENDITURES BY GRANT CATEGORIES
- REPORTING FOR PROGRAM MANAGERS AND GRANTORS
- RESPONSIBLE FOR ALL DOCUMENT RETENTION
- SUBMITS THE SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE TO THE AUDITOR OF PUBLIC ACCOUNTS
- OTHER DUTIES AS ASSIGNED



Judicial Buyer I

Details

Job ID : 260

Title : Judicial Buyer I

Job Code : 509

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR PROCUREMENT OF ALL GOODS AND SERVICES NEEDED BY THE COURT OF JUSTICE.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- ASSIST WITH PRODUCT CHOICE AND AVAILABILITY
- PROCESS REQUISITIONS FOR GOODS AND SERVICES
- ACCURATE CODING OF ALL DOCUMENTS
- CONFIRM APPROPRIATE AUTHORIZATION
- MAINTAIN DATABASES AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Judicial Buyer II

Details

Job ID : 261

Title : Judicial Buyer II

Job Code : 609

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR PROCUREMENT OF ALL GOODS AND SERVICES NEEDED BY THE COURT OF JUSTICE.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS JUDICIAL BUYER I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- ASSIST WITH PRODUCT CHOICE AND AVAILABILITY
- PROCESS REQUISITIONS FOR GOODS AND SERVICES
- ACCURATE CODING OF ALL DOCUMENTS
- CONFIRM APPROPRIATE AUTHORIZATION
- MAINTAIN DATABASES AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Judicial Buyer III

Details

Job ID : 262

Title : Judicial Buyer III

Job Code : 709

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR PROCUREMENT OF ALL GOODS AND SERVICES NEEDED BY THE COURT OF JUSTICE.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS JUDICIAL BUYER II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- ASSIST WITH PRODUCT CHOICE AND AVAILABILITY
- PROCESS REQUISITIONS FOR GOODS AND SERVICES
- ACCURATE CODING OF ALL DOCUMENTS
- CONFIRM APPROPRIATE AUTHORIZATION
- MAINTAIN DATABASES AS REQUIRED
- OTHER DUTIES AS ASSIGNED



Judicial Receptionist I

Details

Job ID : 252

Title : Judicial Receptionist I

Job Code : 404

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR ROUTING ALL TELEPHONE CALLS AND GREETING ALL VISITORS TO THE AOC.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- ANSWERING AND ROUTING ALL TELEPHONE CALLS INTO THE AOC
- GREETING AND ASSISTING ALL VISITORS TO AOC
- RECEIVING AND ROUTING FAXES
- OTHER DUTIES AS ASSIGNED



Judicial Receptionist II

Details

Job ID : 253

Title : Judicial Receptionist II

Job Code : 504

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR ROUTING ALL TELEPHONE CALLS AND GREETING ALL VISITORS TO THE AOC.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS JUDICIAL RECEPTIONIST I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- ANSWERING AND ROUTING ALL TELEPHONE CALLS INTO THE AOC
- GREETING AND ASSISTING ALL VISITORS TO AOC
- RECEIVING AND ROUTING FAXES
- OTHER DUTIES AS ASSIGNED



Judicial Receptionist III

Details

Job ID : 254

Title : Judicial Receptionist III

Job Code : 604

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR ROUTING ALL TELEPHONE CALLS AND GREETING ALL VISITORS TO THE AOC.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS JUDICIAL RECEPTIONIST II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- ANSWERING AND ROUTING ALL TELEPHONE CALLS INTO THE AOC
- GREETING AND ASSISTING ALL VISITORS TO AOC
- RECEIVING AND ROUTING FAXES
- OTHER DUTIES AS ASSIGNED



Mailing Services Clerk I

Details

Job ID : 315

Title : Mailing Services Clerk I

Job Code : 408

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR RECEIPT, DISTRIBUTION, AND POSTING OF ALL POSTAL SERVICE MAIL FOR THE AOC MILLCREEK COMPLEX.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 6 Months of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO LIFT 25 POUNDS AND STAND FOR LONG PERIODS
- VALID DRIVER'S LICENSE

Job Preferred Knowledge

- AOC DEPARTMENTAL STRUCTURE

Job Duties

- RECEIVE AND DISTRIBUTE INCOMING MAIL
- PROCESS ALL OUTGOING POSTAL SERVICE MAIL
- OPEN AND DATE STAMP MAIL FOR DEPARTMENTS REQUESTING THAT SERVICE
- PROCESS DEPARTMENTAL MASS MAILINGS IN PREPARATION FOR POSTING
- MAINTAIN POSTAGE ACCOUNT INFORMATION
- ASSIST WITH OTHER SHIPPING DUTIES AS NECESSARY
- OTHER DUTIES AS ASSIGNED



Mailing Services Clerk II

Details

Job ID : 487

Title : Mailing Services Clerk II

Job Code : 519

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

Responsible for receipt, distribution, and posting of all postal service mail for the AOC millcreek complex.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 years related experience must be as Mailing Services Clerk I

Job Skills/Abilities

- Basic computer skills
- Communication skills
- Ability to lift 25 pounds and stand for long periods
- Valid driver's license

Job Preferred Knowledge

- AOC departmental structure

Job Duties

- Receive and distribute incoming mail
- Proces all outgoing postal service mail
- Open and date stamp mail for departments requesting that service
- Process departmental mass mailings in preparation for posting
- Maintain postage account information
- Assist with other shipping duties as necessary
- Other duties as assigned



Mailing Services Clerk III

Details

Job ID : 488

Title : Mailing Services Clerk III

Job Code : 619

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

Responsible for receipt, distribution, and posting of all postal service mail for the AOC Millcreek complex.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 years related experience must be as Mailing Services Clerk II

Job Skills/Abilities

- Basic computer skills
- Communication skills
- Ability to lift 25 pounds and stand for long periods
- Valid driver's license

Job Preferred Knowledge

- AOC departmental structure

Job Duties

- Receive and distribute incoming mail
- Process all outgoing postal service mail
- Open and date stamp mail for departments requesting that service
- Process departmental mass mailings in preparation for posting
- Maintain postage account information
- Assist with other shipping duties as necessary
- Other duties as assigned



Prepress Specialist

Details

Job ID : 316

Title : Prepress Specialist

Job Code : 621

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR PREPRESS DUTIES FOR ALL DIGITAL AND OFF-SET PRINT SHOP OPERATIONS.

Required Qualifications

Education : 2 Year Degree in Related Field

Education Substitute : None

Experience : 1 Year of Related Experience

Job Required Knowledge

- STRONG COMPUTER SKILLS INCLUDING GRAPHIC DESIGN SOFTWARE
- 2 YEAR TECHNICAL DEGREE IN COMPUTER RELATED FIELD

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS
- TIME MANAGEMENT SKILLS

Job Preferred Knowledge

- KENTUCKY COURT SYSTEM

Job Duties

- CREATE MASTER FILES FOR PRINTING COURT SYSTEM FORMS, STATIONERY AND OTHER PUBLICATIONS
- OPERATE AND MAINTAIN DIGITAL PLATE MAKER
- PRODUCE GRAPHIC DESIGN PROJECTS AS NEEDED
- PROVIDE TECHNICAL ASSISTANCE TO PRINTING SERVICES STAFF
- OTHER DUTIES AS ASSIGNED



Printing & Mailing Assistant Supervisor

Details

Job ID : 312

Title : Printing & Mailing Assistant Supervisor

Job Code : 722

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR ASSISTING SUPERVISOR IN DAILY OPERATION OF ALL PRINTING AND MAILING SERVICES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- DIGITAL AND OFFSET PRINTING PRODUCTION PROCESSES

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- KENTUCKY COURT SYSTEM
- SUPERVISORY SKILLS

Job Duties

- SCHEDULE FLOW OF OFFSET PRINTING JOBS AND OVERSEE PRODUCTION
- ASSIST WITH OFFSET AND DIGITAL PRINTING AS NEEDED
- SUPERVISE STAFF IN SUPERVISOR'S ABSENCE
- ASSIST WITH SHIPPING AND MAIL HANDLING DUTIES AS NEEDED
- MAINTAIN INVENTORY DATABASE FOR PUBLICATIONS, FORMS
- MAINTAIN JOB TICKET DATABASE AND ROUTE PRINT JOBS TO APPROPRIATE EMPLOYEES
- PLACE ORDERS FOR MATERIALS, SUPPLIES AND PARTS NEEDED FOR DEPARTMENTAL OPERATIONS
- OTHER DUTIES AS ASSIGNED



Printing & Mailing Supervisor

Details

Job ID : 450

Title : Printing & Mailing Supervisor

Job Code : 822

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR DAILY OPERATION OF ALL PRINTING FOR KENTUCKY COURT OF JUSTICE AND MAILING SERVICES FOR THE ADMINISTRATIVE OFFICE OF THE COURTS.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- DIGITAL AND OFFSET PRINT PRODUCTION PROCESSES

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- SUPERVISORY SKILLS KENTUCKY COURT SYSTEM

Job Duties

- SUPERVISE ALL PRINTING AND MAILING SERVICES EMPLOYEES
- SERVE AS PRIMARY CONTACT FOR ALL CUSTOMERS REQUIRING PRINTING AND MAILING SERVICES
- PROCESS ALL PRINTING REQUISITIONS
- OVERSEE FORMS INVENTORY OPERATION
- MAINTAIN ALL DATABASES RELATING TO PRINTING AND MAILING SYSTEMS
- OTHER DUTIES AS ASSIGNED



Printing & Mailing Support I

Details

Job ID : 320

Title : Printing & Mailing Support I

Job Code : 406

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR OVERSEEING SHIPPING, RECEIPT OF INCOMING DELIVERIES AND CONFERENCE ROOM SET-UP, AND ASSISTING PRINTING AND MAILING SERVICES STAFF WITH VARIOUS DUTIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : None

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO LIFT 50 POUNDS AND STAND FOR LONG PERIODS
- VALID DRIVER'S LICENSE

Job Preferred Knowledge

- KENTUCKY COURT SYSTEM

Job Duties

- FULFILL REQUESTS FOR FORMS, PRINT ORDERS AND SUPPLIES
- OVERSEE ALL SHIPPING FUNCTIONS
- HANDLE RECEIPT OF ALL DELIVERIES
- OVERSEE MAIN CONFERENCE ROOM SET-UP
- ASSIST WITH PRINTING OPERATIONS AND BINDERY FUNCTIONS
- PROVIDE BACK-UP FOR MAIL HANDLING DUTIES
- ASSIST WITH SHIPPING AND RECEIVING
- PURCHASE AND DELIVER LOCAL SUPPLIES PER AOC DEPARTMENTAL REQUESTS
- PROVIDE DELIVERY SERVICE THROUGHOUT AOC MILLCREEK COMPLEX
- ASSIST WITH CONFERENCE ROOM SET-UP
- OTHER DUTIES AS ASSIGNED



Printing & Mailing Support II

Details

Job ID : 321

Title : Printing & Mailing Support II

Job Code : 506

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR OVERSEEING SHIPPING, RECEIPT OF INCOMING DELIVERIES AND CONFERENCE ROOM SET-UP, AND ASSISTING PRINTING AND MAILING SERVICES STAFF WITH VARIOUS DUTIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE AS A PRINTING AND MAILING SUPPORT I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO LIFT 50 POUNDS AND STAND FOR LONG PERIODS
- VALID DRIVER'S LICENSE

Job Preferred Knowledge

- KENTUCKY COURT SYSTEM

Job Duties

- FULFILL REQUESTS FOR FORMS, PRINT ORDERS AND SUPPLIES
- OVERSEE ALL SHIPPING FUNCTIONS
- HANDLE RECEIPT OF ALL DELIVERIES
- OVERSEE MAIN CONFERENCE ROOM SET-UP
- ASSIST WITH PRINTING OPERATIONS AND BINDERY FUNCTIONS
- PROVIDE BACK-UP FOR MAIL HANDLING DUTIES
- ASSIST WITH SHIPPING AND RECEIVING
- PURCHASE AND DELIVER LOCAL SUPPLIES PER AOC DEPARTMENTAL REQUESTS
- PROVIDE DELIVERY SERVICE THROUGHOUT AOC MILLCREEK COMPLEX
- ASSIST WITH CONFERENCE ROOM SET-UP
- OTHER DUTIES AS ASSIGNED



Printing & Mailing Support III

Details

Job ID : 322

Title : Printing & Mailing Support III

Job Code : 606

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR OVERSEEING SHIPPING, RECEIPT OF INCOMING DELIVERIES AND CONFERENCE ROOM SET-UP, AND ASSISTING PRINTING AND MAILING SERVICES STAFF WITH VARIOUS DUTIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS A PRINTING AND MAILING SUPPORT II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO LIFT 50 POUNDS AND STAND FOR LONG PERIODS
- VALID DRIVER'S LICENSE

Job Preferred Knowledge

- KENTUCKY COURT SYSTEM

Job Duties

- FULFILL REQUESTS FOR FORMS, PRINT ORDERS AND SUPPLIES
- OVERSEE ALL SHIPPING FUNCTIONS
- HANDLE RECEIPT OF ALL DELIVERIES
- OVERSEE MAIN CONFERENCE ROOM SET-UP
- ASSIST WITH PRINTING OPERATIONS AND BINDERY FUNCTIONS
- PROVIDE BACK-UP FOR MAIL HANDLING DUTIES
- ASSIST WITH SHIPPING AND RECEIVING
- PURCHASE AND DELIVER LOCAL SUPPLIES PER AOC DEPARTMENTAL REQUESTS
- PROVIDE DELIVERY SERVICE THROUGHOUT AOC MILLCREEK COMPLEX
- ASSIST WITH CONFERENCE ROOM SET-UP
- OTHER DUTIES AS ASSIGNED



Printing Equipment Operator I

Details

Job ID : 317

Title : Printing Equipment Operator I

Job Code : 407

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR OPERATION OF OFFSET PRINTING EQUIPMENT.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO LIFT 50 POUNDS AND STAND FOR LONG PERIODS

Job Preferred Knowledge

- KENTUCKY COURT SYSTEM

Job Duties

- OPERATE OFFSET PRINTING EQUIPMENT
- CARRY OUT VARIOUS BINDERY-RELATED DUTIES
- OTHER DUTIES AS ASSIGNED



Printing Equipment Operator II

Details

Job ID : 318

Title : Printing Equipment Operator II

Job Code : 507

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR OPERATION ADVANCED HAMADA OFFSET PRINTING EQUIPMENT.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE AS A PRINTING EQUIPMENT OPERATOR I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO LIFT 50 POUNDS AND STAND FOR LONG PERIODS

Job Preferred Knowledge

- KENTUCKY COURT SYSTEM

Job Duties

- OPERATE HAMADA OFFSET PRINTING EQUIPMENT
- ASSIST WITH OTHER OFFSET PRINTING EQUIPMENT AS NEEDED
- CARRY OUT VARIOUS BINDERY-RELATED DUTIES
- OTHER DUTIES AS ASSIGNED



Printing Equipment Operator III

Details

Job ID : 319

Title : Printing Equipment Operator III

Job Code : 607

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR OPERATION OF OFFSET PRINTING EQUIPMENT.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS A PRINTING EQUIPMENT OPERATOR II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO LIFT 50 POUNDS AND STAND FOR LONG PERIODS

Job Preferred Knowledge

- KENTUCKY COURT SYSTEM

Job Duties

- OPERATE OFFSET PRINTING EQUIPMENT
- CARRY OUT VARIOUS BINDERY-RELATED DUTIES
- OTHER DUTIES AS ASSIGNED